

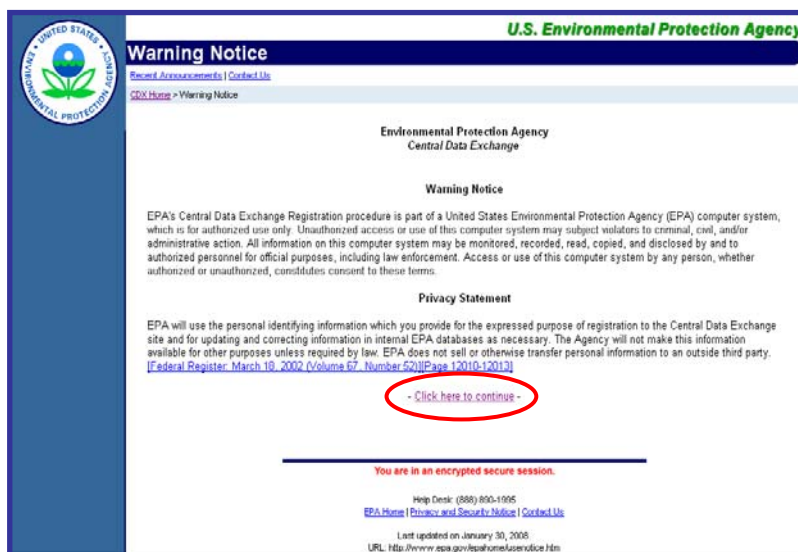
First-Time CDX Registration for Grantee Users

This Quick Reference Guide (QRG) assists the Grantee user in first-time CDX registration.

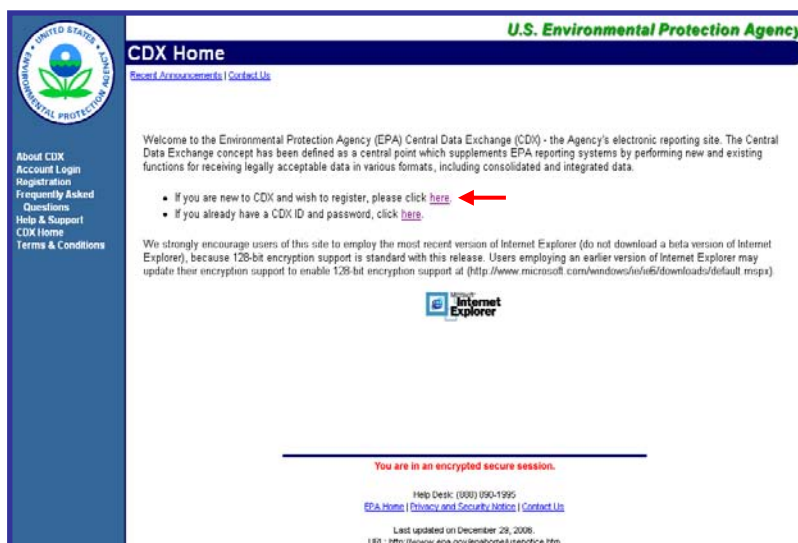
The first-time CDX registration is a one-time process that each Grantee user must go through to create a user name and password for accessing ACRES. You will need the grant number for your grant, and the state in which the grant recipient is located. Each grant number can be used more than once, allowing for multiple users for each grantee.

Follow these steps to complete the Grantee user CDX registration process:

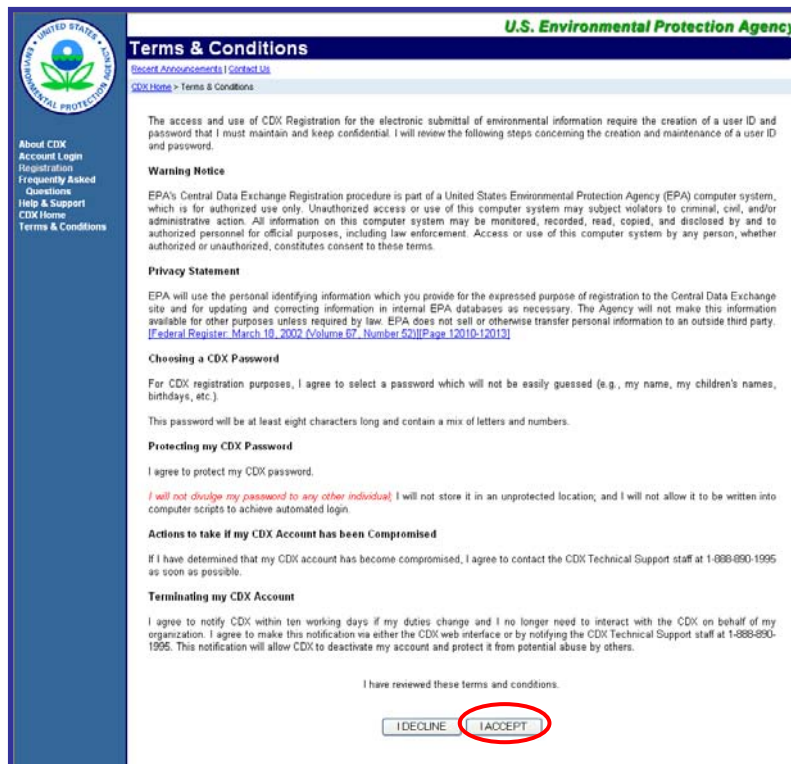
1. Open an internet browser to the following URL: <https://cdx.epa.gov>. After reading the Warning Notice and Privacy Statement, click “Click here to continue.”



2. On the CDX Home page, click “here” in the first bullet to register as a new user with CDX.



- After reading through the Terms & Conditions, click “I ACCEPT” to continue to registration.



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Terms & Conditions

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The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register, March 19, 2002, Volume 67, Number 62, Page 12019-12013\]](#)

Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long and contain a mix of letters and numbers.

Protecting my CDX Password

I agree to protect my CDX password.

I will not divulge my password to any other individual. I will not store it in an unprotected location, and I will not allow it to be written into computer scripts to achieve automated login.

Actions to take if my CDX Account has been Compromised

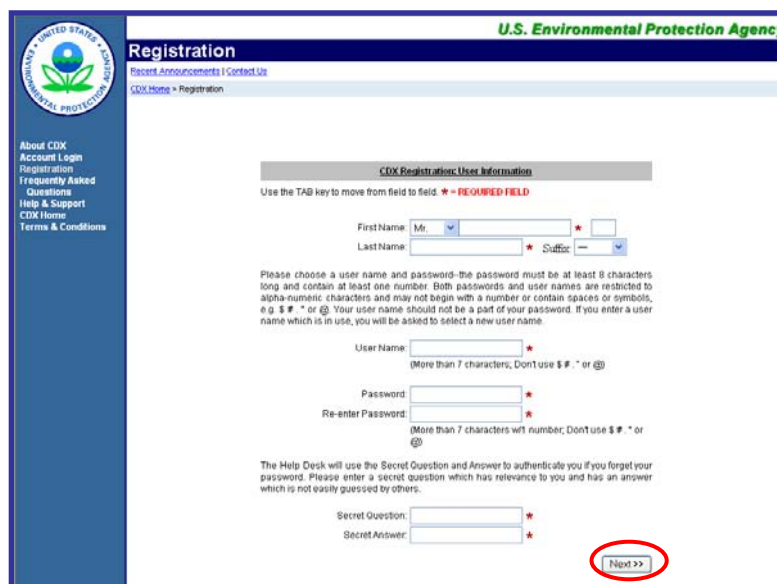
If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

Terminating my CDX Account

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

- On the CDX_Registration: User Information screen, create your user name and password, as well as enter a secret question and answer for easy authentication if you forget your password. Click “Next” after all required fields have been completed.



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Registration

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CDX Registration: User Information

Use the TAB key to move from field to field. * = REQUIRED FIELD

First Name: *
 Last Name: *
 Suffix:

Please choose a user name and password-the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # * " or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

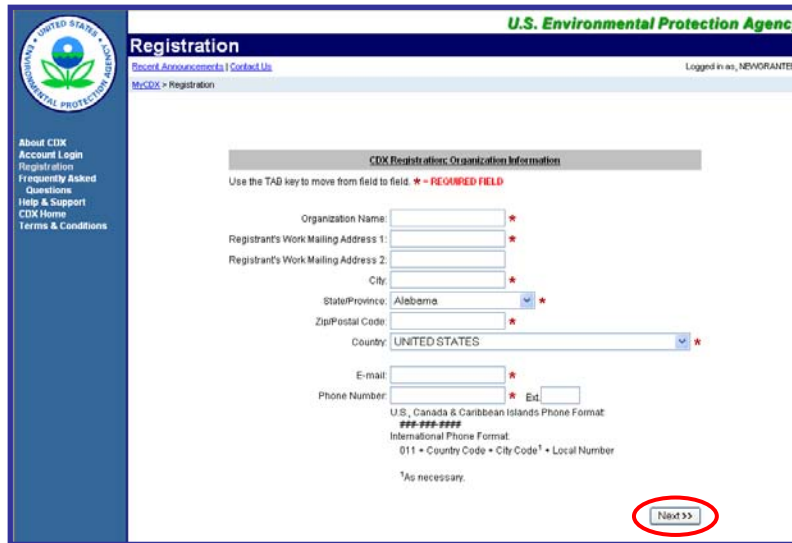
User Name: *
 (More than 7 characters; Don't use \$ # * " or @)

Password: *
 Re-enter Password: *
 (More than 7 characters with number; Don't use \$ # * " or @)

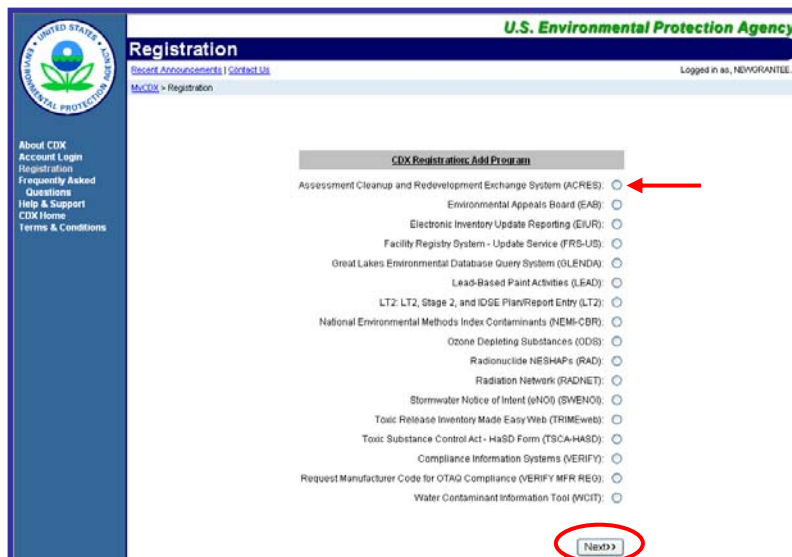
The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question: *
 Secret Answer: *

- On the CDX Registration: Organization Information screen, enter the required information for your organization and click “Next.”



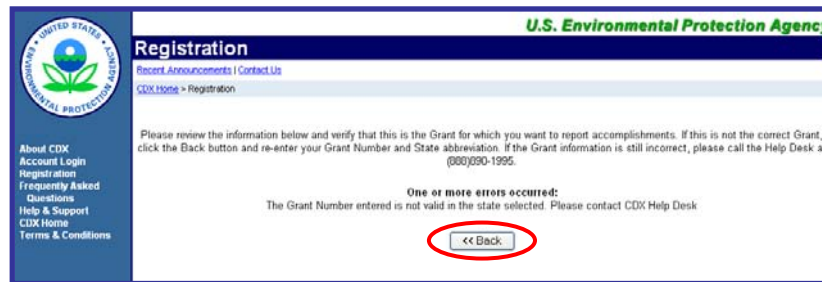
- On the CDX Registration: Add Program screen, select Assessment Cleanup and Redevelopment Exchange System (ACRES), which is the first option. Then click “Next.”



- On the CDX Registration: Add Program ID screen, enter N/A in the ID field and click “Finished.”



8. On the CDX Registration: ACRES Grant Information screen, enter your eight-digit grant number and select the state in which the grant recipient is located. **Be sure to exclude the two-letter prefix and any amendment numbers when entering you eight-digit grant number.** Click “Next.”
 - If the login is unsuccessful, click “Back” and re-enter your information. If you continue to be unsuccessful, please contact the CDX Help Desk at 1-888-890-1995.



- If the login is successful, a confirmation screen will appear with the grant information you have entered. If the grant information is incorrect, click “Back” and re-enter your information. If the grant information is correct, click “Next.”



9. Click “Finished” to complete the registration process. You will receive an e-mail to confirm your registration.



10. Click on the “ACRES: Assessment Cleanup and Redevelopment Exchange” link in the Available Account Profiles portion of the screen to access your ACRES home screen.

Note: To access ACRES after this first time CDX registration process, use this URL: <https://cdx.epa.gov>.

If you have any questions regarding ACRES, please contact the ACRES Help Desk by e-mail at acres_help@epa.gov, or by phone at 703-284-8212.